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Time and Labor Information

New Look for Time and Labor
When you log into the 9.2 version of time and labor a new home page will display as seen below. The functionality of the system remains the same, but some of the navigation has changed. The user interface is more user-friendly.

What is Time and Labor?
Time and Labor is a module of the PeopleSoft Human Resources System where time worked is collected, approved and converted to payable time for payroll purposes.

Implementation of this system will make the College of Lake County compliant with federal regulations; it will improve payroll processes, increase efficiencies, and reduce paper waste.
**Employee Responsibilities**

Employees will be responsible for “punching” in and out daily in the Time and Labor module. **Sharing usernames or passwords is subject to immediate dismissal per policy 522, Progressive Discipline/Dismissal.**

The completed timesheet will be electronically sent out to the employee’s manager for workflow approval. Payroll will be processed on a biweekly schedule as usual.

**Web Clock**

The Web Clock is to be used by all Non-Exempt employees to keep track of the hours they work. Each Non-Exempt employee will Punch-In at the beginning of each day and Punch-Out at the end of the work day. **Any falsification of time will be grounds for discipline, which may include immediate termination per policy 522, Progressive Discipline/Dismissal.**

**Mobile App:** Employees may use the mobile app to punch in or out. These actions require expressed preapproval from their manager and are generally limited for extenuating circumstances. Please note: the college may run reports periodically to monitor/audit usage of time keeping devices including the mobile app in the administration of the timekeeping systems.

All Non-Exempt employees will be setup as “Time Reporters”. Non-Exempt employees are paid for every hour worked and are entitled to overtime pay for hours worked that exceed the forty (40) hours in a work week. Exempt employees are not eligible for overtime. Exempt employees will not be enrolled in “Time and Labor”.

**Rounding:** For payment purposes, time Punched-In will be rounded to the nearest quarter (.25) hour by 7.5 minutes. For example, if you Punch-In at 8:07 am, the system will round your time back to 8:00 am. If you Punch-In at 8:08 am, the system will round your punch to 8:15 am. The same is true for the time you Punch-Out. If you Punch-Out at 5:03 pm, the system will round your time back to 5:00 pm; and if you Punch-Out at 5:09 pm, the system will round your time up to 5:15 pm.

**Lunch Time:** There is no need to Punch-In and out for lunch, unless you will not be returning to work for an extended time period, more than forty-five (45) minutes. (Additional details related to Lunch can be found on page 15 “Meal Adjustments.”)
Accessing Web Clock
There are two ways to access the Web Clock. The easiest way is to use the Web Clock icon on your desktop. You can also access the Web Clock using Employee Self Service. To access through Employee Self Service:

1. **Launch a browser** (either Internet Explorer or Mozilla Firefox).
2. **Log in to the CLC Portal**.
3. Click the **Employee Self Service** link.
4. Click Time.

The Web Clock will automatically appear.
Punching-In
You will Punch-In whenever you begin your workday.

1. Select **In** at the Punch Type prompt.
2. At the Time Reporting Code prompt select **Regular** or leave blank and it will default to Regular (or you may select another code). Simply click the down arrow at the Time Reporting Code: prompt and select another option from the drop-down list.

The list of options available at the Time Reporting Code: prompt will vary based on your job classification. The table below lists some of the different codes that may appear along with a definition of each.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Employee Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>REG – Regular</td>
<td>Regularly schedule work hours</td>
<td>All Employees</td>
</tr>
<tr>
<td>CBP – Call Back</td>
<td>Employee has been called back in to work</td>
<td>Facilities Only</td>
</tr>
<tr>
<td>CTP – Contact Pay</td>
<td>Time outside of regular working schedule hours</td>
<td>Facilities Only</td>
</tr>
<tr>
<td>EMC – Emergency Closing</td>
<td>Emergency closing worked</td>
<td>Facilities Only</td>
</tr>
<tr>
<td>RCP – Reporting Custodian</td>
<td>Off shift custodian working without a lead or custodial supervisor</td>
<td>Facilities Only</td>
</tr>
<tr>
<td>Court – Court Time</td>
<td>Police required to make a court appearance during business hours</td>
<td>Police Only</td>
</tr>
<tr>
<td>CTO – Chief Training Officer</td>
<td>Compensation for training officers designated by the Chief of Police</td>
<td>Police Only</td>
</tr>
<tr>
<td>EMW – Emergency Closing Worked</td>
<td>Emergency closing worked</td>
<td>Police Only</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td>Employee Type</td>
</tr>
<tr>
<td>-----------</td>
<td>------------------------------------------------------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>FTO – Field Training Officer</td>
<td>Compensation for training officers designated by the Chief of Police</td>
<td>Police Only</td>
</tr>
<tr>
<td>OIC – Officer in Charge</td>
<td>Appointed officer in charge when no sergeant or higher ranking personnel are present</td>
<td>Police Only</td>
</tr>
<tr>
<td>EMR – Emergency Closing Pay</td>
<td>Emergency closing pay for all employees</td>
<td>Payroll Use Only</td>
</tr>
<tr>
<td>NOMEA – No Meal</td>
<td>Compensation for no lunch taken</td>
<td>Manager Use Only</td>
</tr>
</tbody>
</table>

3. Click **Submit**.

**Note:** At the bottom of the Report Time window you will see a message indicating the last punch you made. For example, in the screen below, the last punch was an Out punch entered on Thursday, July 13, 2017 at 4:25 p.m.

![Report Time]

The punch has been entered and a screen will display with the type and time of the punch.

![Report Time]

**Note:** Due to rounding the “reported time” will be different than the actual time of the punch.
If you Punch-Out for the day but forget to Punch-In for that day, you will have created two Punch-Out entries in a row. This is likely to happen when you have Punched-Out the previous workday and have forgotten to Punch-In the next day. When you enter the Punch-Out on the second workday without having entered a Punch-In for the day the following screen displays:

1. If you are punching out for the day, click **OK** to record the punch.

![Image of punch-out notification]

The punch has been entered and a screen will display with the time of the punch. Your most recent punch will appear at the top and you will see two Out punches in a row.

![Image of report time with two out punches]

2. **Promptly notify your manager** of the time that should be recorded for your Punch-In time for the day.

You do not have the ability to edit your timesheet to enter your Punch-In time. Only your manager can do this. When your manager goes to approve your timesheet, an exception will display for the date with the missing Punch-In. Your manager will need to edit your timesheet to include the proper Punch-In time for that day.
Forgetting to Punch-Out

If you Punch-In for the day and forget to Punch-Out for the day, you will not know until the next time you Punch-In to the system. This is likely to happen when you have forgotten to Punch-Out for the previous workday and then go to Punch-In for the current workday. When you enter the second Punch-In without having entered a Punch-Out the following screen displays:

1. If you are punching in for the day, click **OK** to record the punch.

   ![Screen capture of the punch-in prompt]

   **The most recent punch - at 10:12 AM - is also an In punch.**
   Select **OK** to save the new punch, select **Cancel** to go back and change the Punch Type before saving it.

2. **Promptly notify your manager** of the time that should be recorded for your Punch-Out time for the previous workday.

   You do not have the ability to edit your timesheet to enter your Punch-Out time. Only your manager can do this. When your manager goes to approve your timesheet, an exception will display for the date with the missing Punch-Out. Your manager will need to edit your timesheet to include the proper Punch-Out time for that day.

Punching-Out

You will Punch-Out whenever you are done for the day, whether it is a full day or a partial day of work.

1. Select **Out** at the Punch Type prompt.
2. At the Time Reporting Code: prompt, select **Regular (or leave blank)**.
3. Click **Submit**.

**Note:** At the bottom of the window you will see the last punch entered. For example, in the window below the last punch as an In punch at 10:12:17AM.

![Screen capture of the punch-out prompt]

   **Report Time**
   **Thursday, Aug 17, 2017**
   **Punch Type** **Out**
   **Time Reporting Code** **Regular**
   **Submitted 0.00 Hours**
   **In** 10:12:17AM

   Any falsification of time will be grounds for discipline, which may include immediate termination.
The punch has been entered and a screen will display with the time of the punch. Additionally, you will see the time of the In punch.

Note: Due to rounding the “reported time” will be different than the actual time of the punch.

Recording Overtime
Whenever you will be working overtime, you must get prior approval from your manager. If overtime is worked, the default is paid overtime. If you simply Punch-In and Punch-Out and have accrued overtime hours, the additional pay will appear in your paycheck for that pay period. Employees will receive overtime pay for hours worked in excess of forty (40) in a workweek at a rate not less than time and one-half (1-1/2) their regular rate of pay. Comp time can be earned by employees in lieu of overtime (if specified) for hours worked in excess of forty (40) in a workweek at one and one-half (1-1/2) times the number of overtime hours worked. A mutual agreement by supervisor and employee must be made. Authorized time off must be taken within 30 days of the date on which the overtime was worked. The department last employing the person will be liable for the overtime.

When entering a Punch-In or Punch-Out for the pay period the employee should:
1. Click the Time Details.
The window will expand to display the Overtime Options prompt.

2. Click the **lookup button** to see the overtime options.

3. Select **PAID** for Paid Overtime.

   **Note:** PAID is the default option when overtime is worked and you do not select COMP.
The Overtime Options prompt will fill with the selection your made, PAID.

4. If desired, you may enter a text explanation of the overtime in the Overtime Explanation prompt.

5. Click Submit.

Comp Time Earned

Upon mutual agreement by the manager and the employee, employees have the option of earning Comp time in lieu of overtime pay. The employee must select COMP on Rule Element 1 to indicate the choice of Comp time in place of PAID overtime for that week. If COMP time is not selected, the overtime hours will automatically be PAID.

<table>
<thead>
<tr>
<th>Rule Element 1</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP</td>
<td>Comp Time</td>
</tr>
<tr>
<td>PAID</td>
<td>Paid Overtime</td>
</tr>
</tbody>
</table>

The comp time balance must be less than twenty-four (24) hours of pay, but only sixteen (16) hours of actual hours (this is due to the 1.5 multiplication factor already included). If the Comp time balance is near twenty-four (24) hours and hours worked in the week would put the hours over twenty-four (24), then those hours cannot be split between Comp time and overtime and will only be paid as overtime.

Comp Time is generally not accrued during the last quarter of the fiscal year.
Comp time should be used within 30 days of its accrual. However, Comp time balances must be used by the end of the fiscal year (June 30) or it will be paid out on the last payroll of the fiscal year.

Comp Time balances will update automatically. The manager will not have to adjust this time in the system. All Comp Time related earnings and balances will be stored in Time and Labor, not Absence Management.

**Regular Part-Time Employees:** A part-time employee who happens to work seven and a half (7.5) hours or more in a particular work day should be instructed by their manager to Punch-Out for at least a twenty (20) minute unpaid meal break or could allow up to thirty (30) minutes unpaid meal break for consistency with full-time employees.

**Comp Time Paid**
If an employee chooses to have the comp time “paid” out, they will need to contact their manager to pay out the time on the timesheet. All comp time must be paid within 30 days.

**Comp Time Balances**
An employee can view their Comp Time balances by navigating to:

1. **Time > Comp Time Balance.**

Any outstanding Comp time will display in the window.
Looking Up Timesheet

Non-Exempt employees can access their timesheets with read-only access. They cannot make any changes to timesheets. Only managers have the capability of editing or changing hours in timesheets. Non-Exempt employees can view timesheets with actual hours entered and must review their timesheet weekly to ensure all days are accounted for.

Exempt employees will not be enrolled in Time and Labor, therefore will not be able to view any timesheets.

To look up timesheet:

1. **Time > Timesheet.**

Your timesheet for the current week will display.

2. Click the **Previous Week link** to view your timesheet for the previous week.
**Payable Time Summary**

Time Punched-In is considered “Reported Time”. A process called “Time Admin” will convert “Reported Time” to “Payable Time”. Managers will view and approve “Payable Time”, not “Reported Time” as “Payable Time” will include rounding done in the Web Clock.

Employees will have access to view their “Payable Time Summary” or “Payable Time Detail”

1. **Time > Payable Time Summary**

```
<table>
<thead>
<tr>
<th>Time Reporting Code</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>80.00 Hours</td>
</tr>
<tr>
<td>Meal</td>
<td>5.00 Hours</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>85.00 Hours</strong></td>
</tr>
</tbody>
</table>
```

The summary of payable time for the selected time period will display.
2. Clicking on the **Detail** button will bring up a more detailed view of Payable Time.
Pending Approvals
Employees will be able to see the status of pending approvals by navigating to Payable Time Detail.

1. To see a detailed view of payable time for the period, click the Detail button.

The status of each punch will display in the Payable Status column. The Status options that may appear are as follows:

- Approved
- Needs Approval
- Taken to Payroll
- Closed

All managers should have time approved no later than 9:00 am on the Monday morning of a Payroll week.

![Payable Time Table](image)
To check the status of approvals:

2. Click on the **NavBar** button at the top right side of the window.

3. Select **Navigator**.

4. Navigate to: Self Service> Time Reporting> View Time>
5. Select **Payable Time Detail**.

6. Click on any of the **blue links** in the **Status** column as the gray absence links will not work.
A screen will display with the details of the time entry like the one seen below. The Approval Monitor page will display the TRC, Date, and the name of the supervisor.

No Access to the Time and Labor System
If the Time and Labor system is unavailable, paper timesheets will need to be used until User ID’s catch up with working employees. This may happen when an employee is first hired at the College or if there is a power outage. Managers will have to track the Punch-In/out on the paper timesheet until their employee is able to enter the punches in the Time and Labor system.

Shifts Differentials
Shift Differential pay will no longer be paid as a part of your hourly rate. *Instead, shift differential will pay based on punch time for Non-Union and Police employees. This means that if you are a 2nd or 3rd shift employee (scheduled to work a 2nd shift or 3rd shift), you will receive the applicable shift rate for all hours worked, once your punch in is recorded when 4 or more hours are worked into a shift. For example, if you are scheduled to work a summer shift of 10am-7:30pm, you will receive 2nd shift pay for all hours worked because 4 or more hours were worked in the 2nd shift.

*Facilities employees will be paid their shift according to their scheduled hours.

If you are not scheduled to work a 2nd or 3rd shift and work overtime (4 or more hours into shift 2 or shift 3), the system will attempt to pay you overtime for all hours worked that day. In this situation, you should not receive 2nd or 3rd shift pay and your manager should manually override your shift on your timesheet by selecting Rule Element 2 and selecting the applicable shift.
If you are scheduled to work a 2\textsuperscript{nd} or 3\textsuperscript{rd} shift and your manager asks you to work a shift that will pay you less than the hours normally work, then your manager should manually override your shift on your timesheet by selecting Rule Element 2 and selecting the applicable shift.

\textbf{Shift times:}

7am- 3pm for 1\textsuperscript{st} shift

3pm- 11pm for 2\textsuperscript{nd} shift

11pm – 7am for 3\textsuperscript{rd} shift

\textbf{Emergency Closing}

\textbf{Full-Time and Part-Time Employees:} Emergency closing hours will be applied to all regular full-time and part-time employees by the Payroll Office. These hours will populate according to each eligible employees schedule. Emergency closing will not be paid if it was a regularly scheduled “off day”. It is very important to have the right schedule assigned to you to ensure accurate payment. Your manager can update your schedule in the system.

\textbf{Adjustments}

\textbf{Time card Adjustment}

Employees will not be able to update their timesheet. In case of an error or if an adjustment needs to be made, the manager must discuss with the employee.

\textbf{Missing Punch-In/Punch-Out}

You must promptly inform your manager if you forgot to Punch-In or out for the day. The system will warn you if you are attempting to Punch-In without a Punch-Out. Click OK to record punch and immediately notify your manager of the missed punch.

\textbf{Meal Adjustments}

State law is seven and a half (7.5) of continuous hours or more shall be provided a meal period, and the meal period must be given to an employee no later than five (5) hours after beginning work. CLC allows for a thirty (30) minute meal break, but it should only be for those who are scheduled to work - or who actually work due to department demands.

There is no need for full-time employees to Punch-In and Out for lunch, unless they will be not return to work for an extended time period, more than forty five (45) minutes. In this case, an absence must be submitted so that the employee will be paid for the full eight (8) hours in a workday. A “Meal” rule has been created to deduct a half (.5) hour from an employee’s workday.

\textbf{If the employee works through their lunch break}, they will have a half (.5) hour automatically deduct from their timesheet based on their schedule. In order for the employee to be paid for this time, they will have to notify their manager. The manager will need to edit the timesheet to include the half (.5) hour the employee worked by entering the “NOMEA” TRC. This situation should be a rare exception as employees must take a meal break if warranted.
Senate or other work related lunches: An employee does not need to clock in for long lunches if it is for a work function. This should be an exception to the rule and should not happen frequently.

Long Lunches (employee punches out for a 1 to 1½ hour lunch break) Employees will need to punch out if their lunch breaks that are one hour to 1 ½ hours long. The system will automatically deduct a meal break of 30 minutes to Full-Time employees who work 7 hours or more. To prevent this from happening, the manager will enter the “LGLUN” TRC. This removes the 30-minute deduction and allows the employee to be paid for all hours worked including two paid breaks (15 minutes ea.) If the Manager does NOT enter the LGLUN TRC, the system will deduct the half (.5) hour MEA in addition to the 1 to 1½ hours they may have punched out for their extended lunch. If the employee punches out for a lunch that exceeds 1 ½ hours (they worked less than 7 hours), the system will NOT deduct the meal and the employee will be paid for the time worked. Long lunches must be approved by the Manager and only if workload and department operational needs permit it. Approval is on a case-by-case basis and non-precedential.

### Example:

<table>
<thead>
<tr>
<th>Event</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee clocks in</td>
<td>8:00 am</td>
</tr>
<tr>
<td>Employee clocks out</td>
<td>11:00 am</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>3 hours</strong></td>
</tr>
<tr>
<td>Lunch: 11 am - 12:30 pm</td>
<td></td>
</tr>
<tr>
<td>Employee clocks back in</td>
<td>12:30 pm</td>
</tr>
<tr>
<td>Clocks out at</td>
<td>5:00 pm</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>4.5 hours</strong></td>
</tr>
<tr>
<td><strong>Total Punch Time</strong></td>
<td><strong>7.5 hours</strong></td>
</tr>
<tr>
<td>Meal Deduction (-)</td>
<td>.5 hours</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>7 hours</strong></td>
</tr>
<tr>
<td>Add Long Lunch TRC</td>
<td>1.0 hours</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>8 hours</strong></td>
</tr>
</tbody>
</table>

The Meal will deduct since the total punch time exceeded 7 hours. The manager will have to add the LGLUN TRC to the employee’s timesheet to pay the employee back for the MEA deduction and their (2) 15 minute breaks.

Regular Part-Time Employees: A part-time employee who happens to work seven and a half (7.5) hours or more in a particular work day should be instructed by their manager to Punch-Out for at least a twenty (20) minute unpaid meal break or could allow up to 30 minutes unpaid meal break for consistency with full-time employees.

Non-Union Only: A half (.5) an hour for meal (lunch) will deduct if an employee works seven (7) or more hours on all shifts. Employee should be punched in for eight and a half (8.5) hours to be paid for a full eight (8) hours.
Facilities Only: A half an hour for meal (lunch) will deduct if an employee punches in before 11:00 a.m. and works seven (7) or more hours. For example, if an employee punches in at 11:00 a.m. and punches out at 7:00 p.m., a half hour meal will be deducted from the eight (8) hours. An employee should be punched in for eight and a half (8.5) hours to be paid for a full eight (8) hours.

Travel
Non Exempt Full Time Employees: Travel during normally scheduled work hours (ex. 8am-4:30pm) during the normal workday and on a weekend for a work conference is compensated and employees should be punching in and out.

Holiday Pay
Full-time Employees: Employees will be paid for the full eight (8) hours on a designated CLC holiday if it is a regularly scheduled work day. No action is required by the employee.

Off-Shift (Facilities and Police Employees Only): The Holiday will pay for Off-Shift employees the same day as all other employees, even if it is a scheduled day off. In those cases the employee will have to select an alternative day off and discuss it with their Manager.

Part-time Employees: Employees will be paid for the hours they are regularly scheduled to work. No action is required by the employee or the manager.

Summer Session Schedules
During the Summer Session schedules will default to the standard summer shift to pay the additional hour each day. At the end of the summer session schedules will update to the regular non-summer schedule. It is critical to have the right schedule assigned to ensure that the employees receive full pay for the workweek. A “4 hour gift” will be paid to Full Time board approved employees once the employee meets the 36 hour requirement to earn the gift. If the 36 hour requirement is not met, the employee will not be paid the 4 hour gift.

Courtesy Pay (Police Only)
Managers will make changes to the shift pay if an employee is asked to work a shift lower than the shift they are normally scheduled to work.

Reporting Custodian (Facilities Only)
Managers will manually have to enter RCP for their employee on the timesheet as a “Quantity”, not as a Punch-In. For example, if an employee works three (3) hours, the manager will insert a row, select RCP from the drop down, and enter three (3) as the quantity of hours worked.
Adding to Home Page

You can add bookmarks to your homepage for the areas of the system you use the most. To add a bookmark to your homepage:

1. Access the page you would like to add to your homepage.
2. Click **Actions List** at the top right side of the page.

3. Select **Add to Homepage**.

4. Select **My Homepage**.
5. Click **Ok**.

### Accessing Home Page

Once you have added bookmarks to your homepage, you can access it at any time.

1. Click **Home** on the NavBar.

   ![Home icon](image)

   My Homepage displays with any bookmarks you have added.

   ![My Homepage](image)
**Adding to Favorites**

You can add Time and Labor screen to Favorites to save time in accessing them in the future. To add a page to Favorites:

1. Access the **page** you would like to add to Favorites.
2. Click **Actions List** at the top right side of the page.

3. Select **Add to Favorites**.

4. Click **OK**.
Accessing Favorites

To access the Favorites you have saved.

1. Click **NavBar** at the top right side of the page.

![NavBar Image]

2. Select **My Favorites**.

![My Favorites Image]

3. Click on the **Favorite** you would like to access.

![NavBar: My Favorites Image]
Paycheck View

Click on the Payroll tile to view additional information such as Paycheck, Direct Deposit and W2 information. To access your paycheck:

1. Click Payroll.

*Note:* The last pay date is listed at the bottom of the Payroll tile.
2. Click on the **date** of the paycheck you would like to view.

The employee paycheck has not changed, but still provides a detailed summary of items such as “Paid Time Off.” Paid Time Off summarizes leave time such as Health, Vacation, or Personal Days. A shift differential employee will see the shift differential rate paid separately from their regular, paid time off, and holiday hourly rates.
Logging Out

When you have finished working with the Time and Labor system, you will need to log off. To log off:

1. Click **Actions List**.

2. Select **Sign Out**.
## Glossary

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Compensatory Time</strong></td>
<td>Full Time Board approved employees are able to select Compensatory Time, upon mutual agreement with their manager, in lieu of Overtime. They are also able to view compensatory time balance and expiration information in Time and Labor.</td>
</tr>
<tr>
<td>Emplid</td>
<td>Employee identification number.</td>
</tr>
<tr>
<td>Empl_Rcd</td>
<td>Employee record number. An employee can have more than one record number if they are working multiple jobs.</td>
</tr>
<tr>
<td>Exceptions</td>
<td>The Time Admin process will search for errors in the system and assign it a &quot;Low&quot;, &quot;Medium&quot;, or &quot;High&quot; severity. Errors found include missed punch, more than 24 hours reported, invalid time reporter. These exceptions will be reviewed by managers before approving time. Exceptions must be cleared before payroll is processed.</td>
</tr>
<tr>
<td>Needs Approval</td>
<td>Payable Time in this status is not in a frozen state and can be updated by the Time Administration process. This time requires approval in Time and Labor.</td>
</tr>
<tr>
<td>Overtime</td>
<td>All hours reported, including regular pay, paid time off, and Holiday pay, that exceed 40 hours or more will automatically convert to Overtime, unless &quot;Comp Time&quot; is selected.</td>
</tr>
<tr>
<td>Overtime Requests</td>
<td>With Time and Labor, employees can enter overtime requests for a future date and receive approval or denial notices. Managers can view overtime requests, check the amount of overtime that employees have worked to date, approve or deny overtime requests, and enter comments explaining their decisions.</td>
</tr>
<tr>
<td>Payable Time</td>
<td>Payable time is created through the Time Administration process and is the end product of Time and Labor. It can be generated in advance from schedules or during the course of the pay period from reported time entries.</td>
</tr>
<tr>
<td>Payable Status</td>
<td>Payable time goes through many stages, most of which relate to the transmission of payable time records from Time and Labor to your payroll system, as well as the transmission of cost data from your payroll system to Time and Labor. Payable status records the progress of payable time through these stages.</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
</tr>
<tr>
<td>----------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Payable Time Details</td>
<td>View the details of payable time. If an employee has reported time and the Time Administration process runs, it is possible that the system still doesn't create payable time. If the system creates exceptions, then the priority of the exception is the determinant. Low priority exceptions enable the system to create payable time; however, higher priority exceptions do not.</td>
</tr>
<tr>
<td>Payable Time Summary</td>
<td>View the week-by-week summary of payable time by TRC using this display-only page.</td>
</tr>
<tr>
<td>Reported Time</td>
<td>For punch time reporters, the system retrieves rounded punches created by the Rounding Punches process that runs before the Create IPT process</td>
</tr>
<tr>
<td>Time Administration</td>
<td>The batch process in Time Administration converts reported and scheduled time into payable time. It executes the rules defined using Time and Labor's online tools, selects time reporters for processing, combines time reporters into batches, determines the period to process, and calculates prior period adjustments before passing time reporter data to your payroll system or other applications.</td>
</tr>
<tr>
<td>Time Reporting Code</td>
<td>TRC is an element of compensation or a bucket of several elements in which the system collects labor data, hours, amounts, or units worked.</td>
</tr>
<tr>
<td></td>
<td>• The quantity of work performed (in hours, dollars, or units).</td>
</tr>
<tr>
<td></td>
<td>• The time reporting code that controls how the time reporter is paid.</td>
</tr>
<tr>
<td></td>
<td>• The tasks to which time was reported, if applicable.</td>
</tr>
<tr>
<td></td>
<td>• TRC's are mapped to Payroll for North America earnings codes such as &quot;REG&quot; (Regular) and &quot;OTP&quot; (Overtime.)</td>
</tr>
<tr>
<td>Timesheet</td>
<td>Report time and task details for a day, week, or time period for punch time reporters.</td>
</tr>
<tr>
<td>Time Reporter</td>
<td>A time reporter is any Non-Exempt employee whose time is reported or generated through Time and Labor</td>
</tr>
<tr>
<td>Web Clock</td>
<td>Enables employees to enter a single In or Out punch. Employees can provide time and task detail when entering punches. Includes link to pages for viewing overtime requests.</td>
</tr>
</tbody>
</table>